

PEER ASSISTANCE GROUP

October 2009

Ideas Offered for Parent-Teacher Conferences (October 29-30, 2009)

1. Ask the students if their parents are coming. Print a grade summary sheet for those who indicate their parents probably will attend.
2. Bring a sign-in sheet, a pen/pencil, business cards, updated grade sheets, dates for important assignments/projects
3. Be “the expert” when parents ask what they can do to help their students with homework or studying for quizzes. Have in mind some specific strategies like making flashcards, study guides, planner checking, MAC lab, etc.
4. During the conference, be honest, but kind, especially if bad news must be delivered. Include at least one positive comment about each student, discuss ways that students can improve grades, adhere to time constraints, encourage parents to sign up for Skyward Parent Access.
5. Other teacher suggestions: bring first quarter’s grades; be as positive as possible; consider things to say in order to gracefully end a conference that is going over the 10-minute limit; if parents request more frequent contact, encourage them to e-mail you.

Tips for classroom observations

1. Provide a detailed lesson plan with objectives to the observer. Turn it (and any other requested materials: seating chart, handouts, etc.) in **ON TIME!!!**
2. Note any information special to your students/classroom
3. Showcase good teaching: instructional aids, appropriate activities/reading strategies, challenging activities/discussion/etc., student involvement, 3R’s
4. Demonstrate skill in classroom management and classroom duties (other than teaching)
5. Write your own brief reflection of the lesson